



HRA Worksession - Immediately Following Council Meeting

CITY COUNCIL AGENDA

Tuesday, August 19, 2014

7:00 p.m.

**Coon Rapids City Center
Council Chambers**

Open Mic/Public Comment

Call to Order

Pledge of Allegiance

Roll Call

Adopt Agenda

Proclamations/Presentations

Approval of Minutes of Previous Meeting

1. Approval of minutes from previous meeting.
 - a. August 6, 2014

Consent Agenda

2. Approve Change Orders and Final Payment to Northdale Construction, Inc. in the Amount of \$24,227.58.
3. Accept Donation of \$454.07 from Ken Jedneak for the Purchase of a Park Bench in Lions Coon Creek Park.

Reports on Previous Open Mic

Public Hearing

Bid Openings and Contract Awards

4. Riverview Park Improvements:
 - a. Consider Adoption of Resolution 14-9(9), Awarding a Contract to Peterson Companies, Inc. in the Amount of \$1,724,415.99, which includes the base bid and alternates A (infield sod and irrigation) and B (arbor structure), for the Riverview Park improvements.
 - b. Consider Authorizing the purchase of the listed additional equipment, from the listed vendors. This would include contracts and/or purchase orders with Connexus Energy, Musco Lighting, St. Croix

Recreation Equipment, American Ramp Company, and Athletica Sports Systems in an amount of \$224,096.20.

Old Business

New Business

5. Consider Proposal for engineering services for the 2015 Well and Wellhouse Rehabilitation Program from Progressive Consulting Engineers, Inc. and authorize execution of the agreement in accordance with their proposal dated July 17, 2014.
6. Sand Creek Park:
 - a. Consider Approval of the final concept plan for redevelopment of Sand Creek Park, which will serve as the basis for design.
 - b. Consider Accepting the consultant agreement with WSB & Associates, Inc., in the amount of \$258,621, for design and bidding services.
 - c. Consider Ordering the preparation of plans and specifications.
7. Consider Authorizing Purchase of Two Belos Trans Giant Sidewalk Tractors at the State Contract Price of \$296,330 as part of the Replacement Schedule.
8. Consider Appeal of Solicitor License Denial for Richard Anderson, Budget Exteriors, Inc.

Other Business

Adjourn



City Council Regular

1.

Meeting Date: 08/19/2014

SUBJECT: Minutes of August 6, 2014

Attachments

August 6, 2014 Minutes

UNAPPROVED

COON RAPIDS CITY COUNCIL MEETING MINUTES OF AUGUST 6, 2014

OPEN MIC/PUBLIC COMMENT

None.

CALL TO ORDER

The first regular meeting of the Coon Rapids City Council for the month of August was called to order by Mayor Tim Howe at 7:00 p.m. on Wednesday, August 6, 2014, in the Council Chambers.

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Howe led the Council in the Pledge of Allegiance.

ROLL CALL

Members Present: Mayor Tim Howe, Councilmembers Denise Klint, Ron Manning, Paul Johnson, Jerry Koch, Bruce Sanders and Steve Wells

Members Absent: None

ADOPT AGENDA

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT THE AGENDA AS AMENDED REMOVING ITEM 11. THE MOTION PASSED UNANIMOUSLY.

PROCLAMATIONS/PRESENTATIONS

None.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

1. JULY 15, 2014, COUNCIL MEETING

MOTION BY COUNCILMEMBER KLINT, SECONDED BY COUNCILMEMBER JOHNSON, FOR APPROVAL OF THE MINUTES OF THE JULY 15, 2014, COUNCIL MEETING. THE

MOTION PASSED UNANIMOUSLY.

CONSENT AGENDA/INFORMATIONAL BUSINESS

2. ADOPT RESOLUTION 14-77, A RESOLUTION ACCEPTING DONATION FROM COON RAPIDS COMMUNITY STRENGTH FOUNDATION
3. APPROVE FINAL PAYMENT TO NORTHWEST ASPHALT, INC., IN THE AMOUNT OF \$6,988.08 FOR PROJECT 13-9, STREET RECONSTRUCTION
4. ADOPT RESOLUTION 14-78, A RESOLUTION APPROVING DISTRIBUTION OF TICKETS FOR COON RAPIDS ST. PAUL SAINTS DAY
5. APPROVE RESOLUTION 14-84, A RESOLUTION AUTHORIZING A DONATION OF USED PLAYGROUND EQUIPMENT TO A NON-PROFIT ORGANIZATION

MOTION BY COUNCILMEMBER SANDERS, SECONDED BY COUNCILMEMBER WELLS, FOR APPROVAL OF THE CONSENT AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

REPORTS ON PREVIOUS OPEN MIC

None.

PUBLIC HEARING

6. PUBLIC HEARING TO CONSIDER 2014 MISCELLANEOUS SPECIAL ASSESSMENTS:
 - A. HOLD ASSESSMENT HEARING TO COLLECT WRITTEN APPEALS
 - B. CONSIDER ADOPTING RESOLUTION 14-79 ADOPTING 2014(2) MISCELLANEOUS SPECIAL ASSESSMENTS (UNOPPOSED ONE YEAR)
 - C. CONSIDER ADOPTING RESOLUTION 14-80 ADOPTING 2014(2) MISCELLANEOUS SPECIAL ASSESSMENTS (UNOPPOSED THREE YEAR)
 - D. CONSIDER ADOPTING RESOLUTION 14-81 ADOPTING 2014(2) MISCELLANEOUS SPECIAL ASSESSMENTS (UNOPPOSED SEVEN YEAR)

The Staff report was shared with Council.

Mayor Howe opened and closed the appeals hearing at 7:05 p.m. since no one appeared to address the Council.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT RESOLUTION NO. 14-79 ADOPTING 2014(2) MISCELLANEOUS SPECIAL ASSESSMENTS (UNOPPOSED ONE YEAR), RESOLUTION NO. 14-80 ADOPTING 2014(2) MISCELLANEOUS SPECIAL ASSESSMENTS (UNOPPOSED THREE YEAR); AND

RESOLUTION NO. 14-81 ADOPTING 2014(2) MISCELLANEOUS SPECIAL ASSESSMENTS (UNOPPOSED SEVEN YEAR). THE MOTION PASSED UNANIMOUSLY.

BID OPENINGS AND CONTRACT AWARDS

None.

OLD BUSINESS

7. SPRINGBROOK DRIVE AND COON RAPIDS BOULEVARD INTERSECTION IMPROVEMENTS – PROJECT 12-26:
 - A. CONSIDER ADOPTION OF RESOLUTION 12-26(12), ADOPTING ASSESSMENTS
-

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT RESOLUTION NO. 12-26(12) ADOPTING THE ASSESSMENTS. THE MOTION PASSED UNANIMOUSLY.

NEW BUSINESS

8. TEEN CENTER IMPROVEMENTS:
 - A. CONSIDER ADOPTION OF RESOLUTION 14-59, A RESOLUTION AMENDING THE 2014 FACILITY CONSTRUCTION FINAL BUDGET
-

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER WELLS, SECONDED BY COUNCILMEMBER SANDERS, TO ADOPT RESOLUTION NO. 14-59 AMENDING THE 2014 FACILITY CONSTRUCTION FUND BUDGET.

Councilmember Klint stated the teen center was not running as was anticipated and very few youth were taking advantage of the teen center. She was in favor of discussing this topic further prior to completing the improvements.

Mayor Howe anticipated that many more teens would be visiting the center once school began and after school activities were planned.

Councilmember Manning reported other groups were also using the teen center and for this reason, the building should be brought up to code. Public Works Director Himmer agreed stating the teen center should be brought up to meet the minimum building code standards.

Councilmember Koch supported the proposed improvements.

Mayor Howe supported the improvements and was willing to discuss the teen center's future at an upcoming meeting.

Councilmember Johnson suggested the use of the teen center be monitored as this would assist the Council in determining a budget for the center for 2015.

THE MOTION PASSED UNANIMOUSLY.

9. **CONSIDER APPROVAL FOR PURCHASE OF A UTILITY TRACTOR FOR THE PARK DEPARTMENT:**
 - A. **CONSIDER ADOPTION OF RESOLUTION 14-83, A RESOLUTION APPROVING APPROPRIATION OF ADDITIONAL FUNDS FOR THE PURCHASE OF A UTILITY TRACTOR FOR THE PARK DEPARTMENT**
-

The Staff report was shared with Council.

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER JOHNSON, TO ADOPT RESOLUTION NO. 14-83 AMENDING THE BUDGET FOR THE UTILITY TRACTOR FOR THE PARK DEPARTMENT. THE MOTION PASSED UNANIMOUSLY.

10. **CONSIDER APPROVAL TO AMEND BUDGET FOR REPAIR OF CITY ENTRANCE SIGN AT THE INTERSECTION OF MAIN STREET AND WEDGEWOOD DRIVE:**
 - A. **CONSIDER ADOPTING RESOLUTION 14-82, A RESOLUTION AMENDING THE BUDGET TO ALLOW FOR THE REPAIR OF THE CITY ENTRANCE SIGN AT MAIN STREET AND WEDGEWOOD DRIVE**
-

The Staff report was shared with Council.

Councilmember Koch asked what was being repaired/replaced on the sign. Public Works Director Himmer explained the sign itself would remain, but the support beams were being replaced. These beams were damaged by water after not being properly capped.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER KOCH, TO ADOPT RESOLUTION NO. 14-82 AMENDING THE BUDGET FOR THE REPAIR OF THE

CITY ENTRANCE SIGN LOCATED AT THE INTERSECTION OF MAIN STREET AND WEDGEWOOD DRIVE. THE MOTION PASSED UNANIMOUSLY.

11. COON RAPIDS ICE CENTER FEES AND CHARGES FOR 2014-2015 SEASON:
 - A. CONSIDER ADOPTING RESOLUTION NO. 14-85, A RESOLUTION ESTABLISHING COON RAPIDS ICE CENTER FEES AND CHARGES EFFECTIVE SEPTEMBER 1, 2014
-

This item was removed from the agenda.

OTHER BUSINESS

12. CONSIDER STAFF RECOMMENDED COMMENTS ON THE DNR DRAFT RULES REGULATING LAND USE ALONG THE MISSISSIPPI RIVER
-

The Staff report was shared with Council.

Councilmember Manning appreciated the staff recommended comments. He encouraged the DNR to focus on the bluffs not eroding and allow the City to manage the rest of the details for the properties along the Mississippi River.

Councilmember Koch believed local control has been shifting away from municipalities to state agencies over the past several years. He provided comment on a recent discussion that was held for residents and the DNR at Bunker Hills.

Councilmember Johnson expressed concern with the bluff boundaries being recognized by the DNR.

Councilmember Wells recommended these rules be posted on the City's website. Community Development Director Nevinski explained that the City's website had a link to the DNR website due to the fact the DNR had the most up to date information.

Councilmember Manning questioned how the City would address properties becoming non-conforming after the new rules and regulations are enforced. He believed it would be a huge injustice for the properties in Coon Rapids.

Mayor Howe directed staff to move forward with the draft rules regulating land use along the Mississippi River.

Councilmember Sanders suggested the Council further review the City's temporary 3.2 liquor license requirements. He understood it was becoming increasingly difficult for non-profits to find distributors of 3.2 beer. City Clerk Lenzmeier explained this was a State requirement for temporary

liquor licenses but noted she would gather further information for the Council and report back at a future meeting.

Mayor Howe reported the second Movie in the Park would be held on Friday, August 8th at Sand Creek Park. He stated Despicable Me II would be shown and the movie would begin around 8:00 p.m.

Mayor Howe thanked the residents, City staff, along with the Police and Fire Departments for another successful Night to Unite. He indicated there were 111 gatherings scheduled the community this year.

ADJOURN

MOTION BY COUNCILMEMBER WELLS, SECONDED BY COUNCILMEMBER SANDERS,
TO ADJOURN THE MEETING AT 7:33 P.M. THE MOTION PASSED UNANIMOUSLY.

Tim Howe, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

2.

Meeting Date: 08/19/2014

Subject: Final Payment for Project 12-9, 93rd Avenue Watermain Lining

Submitted For: Sharon Legg, Finance Director

From: Dianne Nelson, Advanced Accounting Technician

INTRODUCTION

The City Engineer has recommended final payment to Northdale Construction, Inc. in the amount of \$24,227.58 for Project 12-9, 93rd Avenue Watermain Lining.

DISCUSSION

A summary of Project 12-9, 93rd Avenue Watermain Lining, is as follows:

Contract completion date	9/27/13
Substantial completion date	9/13/13
Final completion date	10/11/13

Contract amount	\$1,093,421.25
Total additions/deletions	123,447.19
Final contract amount	1,216,868.44
Actual project cost	1,216,868.44
Less: previous payments by City	(1,192,640.86)
Amount due	\$24,227.58
Amount over final contract	\$0.00

The changes to this project were for new gate valve installations, removal and replacement of water main repair sleeve and other miscellaneous items as well as additional pavement and turf restoration quantities required to restore larger than anticipated liner pit footprints caused by existing soil conditions.

Delay in final completion of the project was due to additional watermain related work requested by the City. Final payment was delayed due to ongoing negotiations related to restoration quantities. The quantities in question were re-measured in the spring of 2014 delaying final payment until now.

RECOMMENDATION

All of the above dates and amounts are reasonable and accurate according to the project file. No liquidated damages are recommended. Staff recommends approval of change orders and final payment to Northdale Construction, Inc. in the amount of \$24,227.58 for Project 12-9, 93rd Avenue Watermain Lining.



City Council Regular

3.

Meeting Date: 08/19/2014

Subject: Accept Donation from Ken Jedneak for Memorial Park Bench

From: Joan Lenzmeier, City Clerk

INTRODUCTION

Ken Jedneak would like to present a donation in the amount of \$454.07 for the purchase of a park bench in Lions Coon Creek Park.

DISCUSSION

In memory of his father, Raymond Jedneak, Ken Jedneak wishes to donate \$454.07 to purchase a park bench to be placed in Lions Coon Creek Park.

RECOMMENDATION

Staff recommends accepting the \$454.07 donation from Ken Jedneak for the purchase of a park bench in Lions Coon Creek Park.



City Council Regular

4.

Meeting Date: 08/19/2014

Subject: Consider Award of Contracts for Riverview Park Redevelopment; City Project 14-9

Submitted For: Tim Himmer, Public Works Director **From:** Cher Ridout, Admin Secretary II

INTRODUCTION

As part of the Park Master Plan, Riverview Park was recommended for major park improvements. Bids were received for the project on August 8, 2014. Council is requested to award a master contract for a majority of the site work, and several smaller contracts for specific improvements within the park.

DISCUSSION

The Parks and Recreation Commission selected Riverview Park for redevelopment as part of the park bond referendum. Riverview Park is located south of 105th Avenue between Xavis Street and Uplander Street. Redevelopment of the park includes expanded parking, warming house with bathrooms, tennis court, half court basketball, additional ball fields, updated playground structures, and trails. The bidding documents included a number of add alternates as a means of receiving pricing on all improvements desired, which have been evaluated in relation to the available budget for the project.

Bids received on August 8, 2014 are summarized as follows:

<u>Company</u>	<u>Base Bid</u>	<u>Alternates Bid</u>
Cobalt Contracting	\$2,228,799.50	\$141,304.00
Custom Builders, Inc.	\$2,076,801.40	\$189,485.00
Ebert Construction	\$1,740,432.80	\$158,610.95
Peterson Companies, Inc.	\$1,675,608.15	\$133,835.86
Tarraf Construction	\$1,866,927.74	\$107,377.44

The engineers estimate for the project was \$1,701,436.50, with the add alternates totaling \$127,501.00. Peterson Companies is the low bidder, regardless of the options chosen, and they have performed several similar park projects across the state.

Staff is also proposing to directly purchase certain improvements/materials to take advantage of the City's sales tax exemption, which will be installed by the contractor as part of the project. These items include:

<u>Company</u>	<u>Product</u>	<u>Proposal</u>
Connexus Energy	Site Lighting	\$48,486.20
Musco Lighting	Athletic Lighting	\$39,496
St. Croix Recreation Equipment	Playground Equipment	\$75,000

American Ramp Company	Skate Park	\$30,000
Athletica Sports System	Dasher Boards (Hockey Rink)	\$31,114

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 14-9(9) awarding a contract to Peterson Companies, Inc. in the amount of \$1,724,415.99, which includes the base bid and alternates A (infield sod and irrigation) and B (arbor structure), for the Riverview Park improvements.

It is further recommended that Council authorize the purchase of the above listed additional equipment, from the listed vendors. This would include contracts and/or purchase orders with Connexus Energy, Musco Lighting, St. Croix Recreation Equipment, American Ramp Company, and Athletica Sports Systems in an amount of \$224,096.20.

BUDGET IMPACT:

The total proposed construction contract with Peterson Companies for the Riverview Park improvements is \$1,724,415.99. Additionally, the total of the other contracts/equipment purchases proposed equals \$224,096.20. The total overall construction costs for the project equal \$1,948,512.19. Construction services also required for the project include geotechnical evaluations, material testing, and specialty inspections, which totals an additional \$50,000. Therefore, total authorization being requested for financing this park redevelopment project equals \$1,998,512.19.

The original estimated budget for the project at the time of master planning (and included within the park bond referendum) was \$1.8M, which is approximately \$200,000 less than actual bid costs. Staff is recommending approval of this budget, which can be offset by utility enterprise funds (for improvements required to the existing sewer and water infrastructure within the park boundaries), future grant dollars, and/or adjustments to future park and trail projects that help realize savings.

Additionally, National Little League will be covering the costs associated with the installation of sod and irrigation for the infield at one of the new ball fields. This amount is equal to \$6,720.84, and includes all of alternate A.

Attachments

Project Design

Resolution

**SITE SURVEY AND BOUNDARY INFORMATION
PROVIDED BY OWNER.**

CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO BIDDING AND CONSTRUCTION START. CONTRACTOR IS RESPONSIBLE FOR ALL LOCATES. ALL LOCATES SHALL BE REVIEWED BY THE OWNER/LA-E PRIOR TO CONSTRUCTION START.

CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING STRUCTURES, UTILITIES TREES, SITE AMENITIES, ETC. THAT ARE TO REMAIN FROM DAMAGE DURING CONSTRUCTION.

CONTRACTOR SHALL BE RESPONSIBLE FOR CORRECTING ANY DAMAGE TO EXISTING ITEMS TO REMAIN (AT CONTRACTOR'S EXPENSE) AND IS CONSIDERED INCIDENTAL TO THE CONTRACT.

DIMENSIONS TAKE PRECEDENCE OVER SCALE.
DIMENSIONS ARE TO BACK OF CURB WHERE
APPLICABLE, UNLESS STATED OTHERWISE. FIELD
VERIFY (FV) ITEMS SHALL BE FIELD VERIFIED BY THE
CONTRACTOR.

**** ANY DISCREPANCIES FOUND THAT AFFECT THE WORK SHALL BE REPORTED TO THE OWNER/L.A.-E. FOR CLARIFICATION PRIOR TO ANY ADDITIONAL WORK BEING COMPLETED.**

THE LAYOUT INFORMATION PROVIDED ON THIS SHEET IS FOR BIDDING PURPOSES AND VERIFICATION OF CRITICAL LAYOUT DIMENSIONS. THE OWNER/LA.-E. RESERVES THE RIGHT TO REVISE THE PROJECT LAYOUT TO AVOID UNFORESEEN CONSTRAINTS, SUCH AS MATURE TREES, UNFORESEEN SOIL CONSTRAINTS, ETC. CHANGES IN BID QUANTITIES WILL BE BASED ON A PER UNIT BASIS FOR UNIT BID ITEMS LISTED ON THE BID FORM.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR GENERATION OF LAYOUT POINTS AND PROJECT FIELD STAKING AS INDICATED IN WRITTEN SPECIFICATIONS.

TO AVOID LAYOUT CONFLICTS OR UNCERTAINTIES, THE CONTRACTOR AND CONTRACTOR'S SURVEYOR SHALL MEET WITH THE LA-E/OWNER AT THE START OF THE PROJECT TO REVIEW SITE LAYOUT AND GRADING REQUIREMENTS. THE CONTRACTOR AND/OR SURVEYOR SHALL ALSO INITIATE A MEETING WITH THE LA-E/OWNER AT ANY POINT WHEN QUESTIONS ARISE.

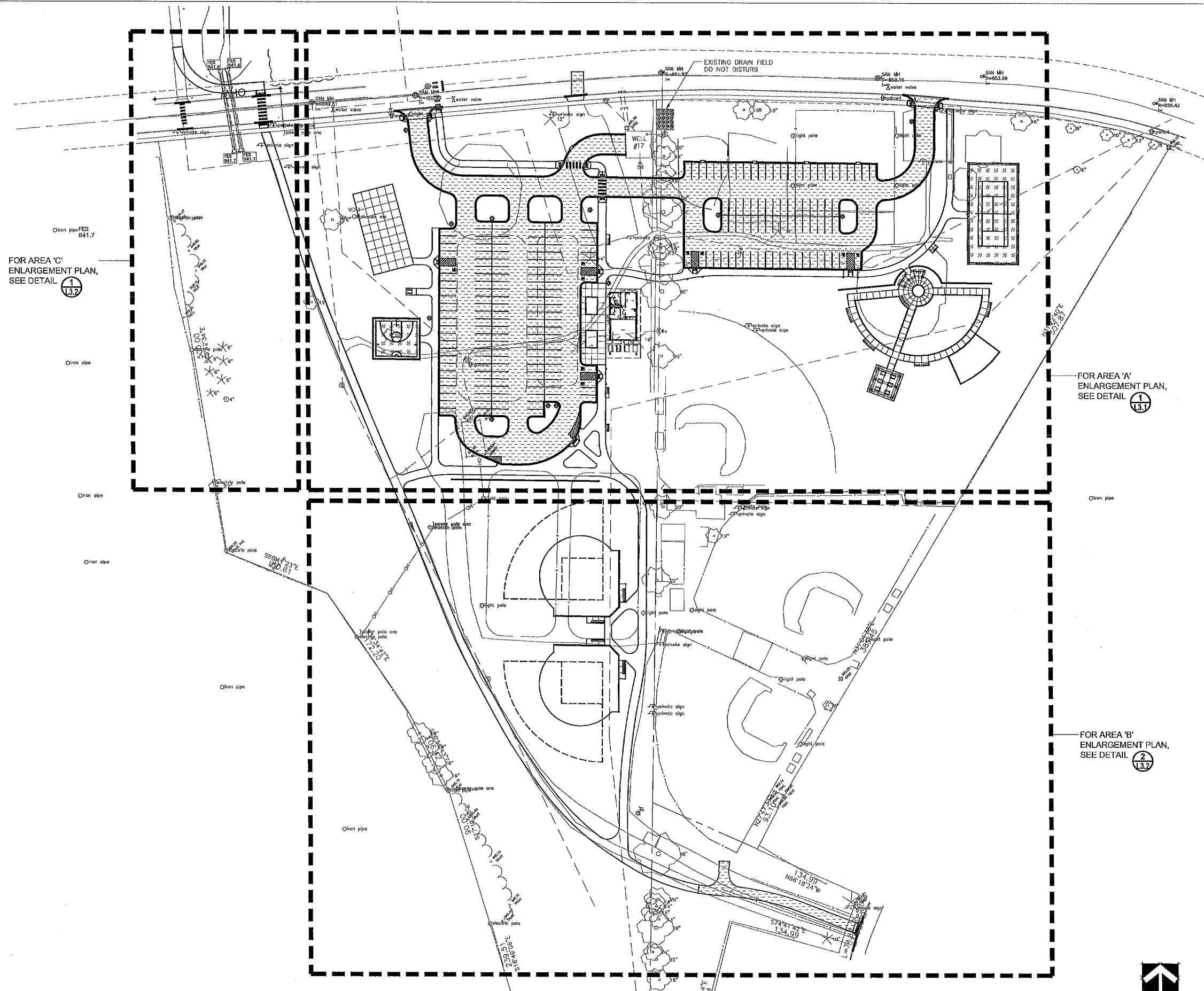
FIELD STAKING AND GRADE STAKES SHALL BE REVIEWED AS NECESSARY WITH THE LA-E TO ENSURE THAT THE LAYOUT AND GRADING ARE PROPERLY INTERPRETED.

ALL SITE IMPROVEMENTS SHALL BE FIELD STAKED ACCORDING TO PLAN AND THE CONTRACTOR SHALL MEET WITH THE OWNER / LA-E TO REVIEW STAKES AND MAKE ADJUSTMENTS AS NECESSARY PRIOR TO ANY WORK BEING DONE.

SEE ALSO PROJECT LAYOUT NOTES

	EXISTING CONTOUR
	LAYOUT CONTROL POINT
	LAYOUT CONTROL LINE
	ARC TANGENT LINE
	CENTERLINE
	CONCRETE WALK
	ASPHALT TRAIL
	ASPHALT DRIVE
	ASPHALT PLAY SURFACE

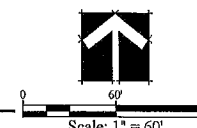
FOR GRADING PLANS REFER TO SHEET L4




FOR AREA 'C'
ENLARGEMENT PLAN,
SEE DETAIL 1

FOR AREA 'A'
ENLARGEMENT PLAN,
SEE DETAIL 

— FOR AREA 'B'
ENLARGEMENT PLAN,
SEE DETAIL 



 SHEET L3.0	Riverview Park Site Improvements City of Coon Rapids, MN		Overall Layout Plan	
	I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED REGISTERED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA			
	SCALE _____ AS NOTED _____ PLAN BY: _____ DESIGN BY: _____ CHECKED BY: _____ PROJECT NO.: _____ DATE: _____		DATE: _____, 2014 LC. NO.: _____ _____ PROJECT NUMBER _____	
	RECORD COPY BY: _____			
	REVISION NO. _____ DATE: _____			

RESOLUTION NO. 14-9(9)

(9) RESOLUTION ACCEPTING BID AND AWARDING CONTRACT

WHEREAS, pursuant to an advertisement for bids for the improvement of Riverview Park located south of 105th Avenue between Xavis Street and Uplander Street by park improvements, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement: (3 lowest)

<u>Contractor</u>	<u>Base Bid</u>	<u>Alt. A</u>	<u>Alt. B</u>	<u>Total Contract</u>
Peterson Companies, Inc.	\$1,675,608.15	\$6,720.84	\$42,087.00	\$1,724,415.99
Ebert Construction	\$1,740,423.80	\$4,702.51	\$39,489.84	\$1,784,616.15
Tarraf Construction, Inc.	\$1,866,927.74	\$6,156.28	\$44,161.80	\$1,917,245.82

WHEREAS, it appears that Peterson Companies, Inc. of Chisago, Minnesota is the lowest responsible bidder; and

WHEREAS, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and

WHEREAS, this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Coon Rapids, Minnesota that the bid of \$1,724,415.99 by Peterson Companies for Coon Rapids Improvement Project 14-9 be accepted as the lowest responsible bid.

BE IT FURTHER RESOLVED that the Mayor and City Manager are hereby authorized and directed to enter into a contract with Peterson Companies, Inc. of Chisago, Minnesota for the improvement of Riverview Park by park improvement according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

Adopted this 19th day of August, 2014.

Tim Howe, Mayor

ATTEST:

Joan Lenzmeier, City Clerk



City Council Regular

5.

Meeting Date: 08/19/2014

Subject: Accept Proposal and Authorize Execution of Agreement for Engineering Services for Project 15-4; 2015 Well and Wellhouse Rehabilitation Program

Submitted For: Tim Himmer, Public Works Director **From:** Cher Ridout, Admin Secretary II

INTRODUCTION

The City began a comprehensive well rehabilitation program following completion of a Water System Master Plan in 2001. The initial phase of the well rehabilitation program included rehabilitation of 25 of the City's municipal wells, along with booster pumping systems at both treatment plants. In 2011 we began a new 5-6 year well rehabilitation program. Council is requested to accept the proposal from Progressive Consulting Engineers (PCE) and authorize execution of the engineering services agreement for well and wellhouse rehabilitation in 2015.

DISCUSSION

For the past several years, the consulting firm of Progressive Consulting Engineers, Inc. (PCE) has provided water system design services for the City. The work proposed for the 2015 well rehabilitation program is outlined in the attached proposal dated July 17, 2014. The 2015 project includes rehabilitation of Wells 8, 9, 10 and 13. These wells were last inspected in great detail in 2003 and are in need of repair; two of which are scheduled for complete pump replacement due to age and maintenance history. PCE anticipates the design work and the bidding process will be completed in 2014 and the construction phase will be completed in early 2015.

In past years we have not been able to begin design and bidding in the year prior to the improvements due to the City's budgeting process, which typically includes adoption at the end of the year. Conducting the program in this time frame creates an issue of having to suspend work during the peak summer season, as the demand is high and it is not possible to take the pumps out of service during this time. The proposed schedule for the 2015 program will allow work on the wells to be completed before the high demand period in the summer of 2015, and is intended to be the basis for future well maintenance activities.

RECOMMENDATION

It is recommended that the City Council accept the proposal for engineering services for the 2015 Well and Wellhouse Rehabilitation Program from Progressive Consulting Engineers, Inc. and authorize execution of the agreement in accordance with their proposal dated July 17, 2014.

BUDGET IMPACT:

The proposal contains a lump sum fee for engineering services in the amount of \$53,835, which is broken down into 2014 (design and bidding) and 2015 (construction) services. Funding for the 2014 component will come from a surplus amount from the 2014 well rehabilitation program (less repairs necessary than budgeted), and the remaining funds have been included in the 2015 budget.

Total estimated construction costs for the 2015 program will be determined during preparation of the plans and specifications, and brought forward to a Council meeting late in the year for authorization to bid.

Attachments

PCE Proposal



Progressive Consulting Engineers, Inc.

6120 Earle Brown Drive, Suite 629, Minneapolis, MN 55430-2581 (763) 560-9133 FAX (763) 560-0333

July 17, 2014

Mr. Tim Himmer
Director of Public Works
City of Coon Rapids
11155 Robinson Drive
Coon Rapids, MN 55433-3761

Re: Proposal for Engineering Services
2015 Well & Wellhouse Rehabilitation Program

Dear Tim:

Progressive Consulting Engineers (PCE) is pleased to present this proposal to the City of Coon Rapids for the design and construction services on the 2015 Well & Wellhouse Rehabilitation Project. The contents of this proposal include our understanding of the scope of work and our project team.

PROJECT TEAM

PCE will be responsible for the overall project design. PCE plans to use Barr Engineering (Stuart Stephens) for electrical design services. Naeem Qureshi, P.E. will be the Principle in Charge and will have overall corporate responsibility for quality control. David Brown, P.E. will be the Project Manager and will be responsible for overall project design and organization. Yoko Nomura will serve as Project Engineer, assisting the Project Manager in project design, organization, and completion of plans and specifications.

SCOPE OF WORK

This scope of work is based on our discussions with City of Coon Rapids Utilities staff including Rick Bednar, Chuck Nevala and you. On Tuesday, July 15, 2014, PCE and Barr Engineering examined each of the well sites to get a better understanding of the proposed work for this project. The 2015 well rehabilitation project will include work at Well Nos. 8, 9, 10 and 13 which were updated during the 2003 Well Rehabilitation project.

During our visit to the sites we learned the following:

1. The indicator hands on the Water Specialties/McCrometer propeller flowmeters do not read accurately on several meters. Utility staff often times need to use test hand and then time for a minute to determine flow rate. We recommend replacing these propeller flowmeters with magnetic flowmeters and integrate transmitters with a local digital reading and a 4-20 mA signal to the SCADA system.

Civil · Structural · Water Supply · Municipal

2. Two of four VFDs installed in 2003 project have been replaced. We would recommend keeping these two newer VFDs and replacing the other two VFDs.
3. Review of records from 2003 project reveals that all four well pumps were replaced at that time with new pumps with heads and flowrates to match the original pumps. These wells were originally designed to pump into the distribution system. Installing VFDs in the 2003 project provided the City the ability to both pump directly to the distribution system and to the treatment plant. City staff says they have never pumped the wells to the distribution system since 2003 so these pumps don't require as much discharge head. Replacing these pumps with lower discharge heads may make sense, but that decision should be tied to the age of the pump motor and VFDs. We recommend analyzing the economics of replacing these pumps during the 2015 well rehab project.
4. Pump motor for Well 10 was recently replaced. The other motors appear to be original equipment. We recommend these motors be considered for replacement and perhaps downsizing based on the comments above for the pumps.
5. Each of the well pumps have analog dial gages to show the operator the operating pressure when the well pumps are operational. We recommend adding pressure transmitters at each well pump so that the discharge pressure can be reported and recorded by the SCADA system.
6. City staff have had challenges with the Drexelbrook well water level measuring devices. We recommend replacing these with new KPSI, Keller America or STS type submersible level transducers that are now being used at other well locations in the City.

In general, the 2015 Well Rehabilitation work will include the same work done on previous projects which includes:

1. Checking pump motors.
2. Pulling pumps, inspecting line shaft, bearings, packing, column, bowls and impellers. Replacing components as necessary.
3. Replacing or rehabilitating pumps and motors as needed.
4. Motor repairs, replacing upper and lower bearings, etc.
5. Replacing discharge heads with registered fits as needed.
6. Videotaping the wells and transferring to digital. Gamma logging, done on these wells during the 2003 Well Rehabilitation project is, not needed at this time.
7. Assess need for sand removal and redevelopment. Bailing, redevelopment, test pumping and disinfecting will be included as bid items in the specifications.
8. Magnetic flowmeters with digital flow readout at each facility. Install wiring and controls to transmit flow rate using a 4-20 mA signal.
9. Standardizing equipment between the wells as much as possible. Match equipment to what was done recently at other City well locations.
10. Architectural facilities improvements are not needed at this time because there was a major upgrade during the 2003 project.
11. Mechanical facilities improvements including HVAC are not needed at this time because there was a major upgrade during the 2003 project.
12. Electrical facilities improvements is included in the attached proposal from Barr Engineering.

13. Replace VFDs where needed. Will match to other well locations that have had recent VFD replacements.
14. The well rehabilitation work will also include painting piping and flooring at each location.

Refer to the attached proposals from Barr Engineering for further descriptions of the scope of work.

ENGINEERING SERVICES

Task Series 100 - Pre Design

This task will include the initial design effort required for the rehabilitation of wells, and wellhouses. Pump curves, system curves and drawdown data will be examined. Recommendations for modifications to pumps or motors will be made. A preliminary design report (PDR) will be prepared and submitted to the City for review. If needed the PDR will be revised and finalized based on City review. A project initiation meeting is included under this task.

Task Series 200 - Design

This work will consist of final design of the pumps, wells, and wellhouses as presented in the PDR and as necessary to upgrade the facilities at Well Nos. 8, 9, 10 and 13

Task Series 300 - Specifications and Contract Documents

This work includes preparation of the drawings and specifications and preparing cost estimates. One review meeting with the City and our subconsultants is included under this task.

Task Series 400 - Pre-Bid Assistance

Pre-bid assistance will include producing bid documents, advertising assistance, interpretation of plans and specifications, addendum preparation and prequalification assistance. A pre-bid meeting is included under this task.

Task Series 500 - Post-Bid Assistance

Post-bid assistance will include attending the bid opening, tabulating and evaluating the bids and preparing the contracts.

Task Series 600 – Construction Administration

PCE will be responsible for reviewing the services provided by the contractor, shop drawing review, review and recommendation for progress payments, and record drawings. Payment for these engineering services would be on an hourly basis at PCE's hourly rates. A pre-construction meeting and monthly construction progress meetings is included under this task.

COMPENSATION

We propose to perform the work for the 2015 Well Rehabilitation project described above for the following lump sum amounts:

PCE (Civil/Process/Overall Project Design & Construction Services)	
Preliminary Design Phase Services	\$3,905
Construction Documents and Bid Phase Services	\$22,990
Construction Phase Services	\$11,240
PCE Subtotal	\$38,135
Barr Engineering (Electrical Design and Contr. Serv.)	
Design Phase Services	\$11,300
Bid Phase Services	\$1,600
Construction Phase Services	\$2,800
Barr Subtotal	\$15,700
GRAND TOTAL	\$53,835

Construction services will be billed on an hourly basis, but for budgeting purposes we have included estimated amounts for construction services for PCE and our subconsultants in the values listed above.

We anticipate that the design and bid phases will be completed in 2014 and the construction phase will be completed in 2015. Estimated 2014 invoice billings are \$39,795 with the remaining \$14,040 to be billed in 2015.

Enclosed please find the proposal from our electrical subconsultant and a proposed engineering services schedule for your reference.

We look forward to serving the City of Coon Rapids. If you have any questions or require further information, please contact me.

Sincerely,



David Brown, P.E.

DB/db

Accepted by: _____

Date: _____



City Council Regular

6.

Meeting Date: 08/19/2014

Subject: Approve Sand Creek Park Preliminary Plans, Accept Consulting Agreement, and Order Preparation of Plans and Specifications - Project 14-10

Submitted For: Tim Himmer, Public Works Director **From:** Cher Ridout, Admin Secretary II

INTRODUCTION

As part of the Park Master Plan, Sand Creek Park was approved as a Tier I construction project. WSB & Associates, Inc. prepared a preliminary concept plan for redevelopment of the park, and has since revised this concept based upon feedback from the Council, various stakeholders, and the public. Council is requested to approve the final concept plan and order the preparation of plans and specifications based upon this concept. Council is also being requested to approve a professional services agreement with WSB & Associates, Inc. for design and bidding services.

DISCUSSION

Sand Creek Park is scheduled for redevelopment in 2015-2016. Reconstruction includes reconfiguration of the six softball fields, two football/lacrosse fields, two hockey rinks with open skate area, additional parking, and park shelters for concessions and a warming house. Additional areas with playground structures will be sited in a few separate locations within the park. A new trail system would also be included to access the park's amenities, with a segment connecting to Moor Park along 112th Avenue.

This item was discussed in work session on August 4, 2014, with the primary discussion focused on a decision to permanently relocate the City's annual 4th of July celebration. This was an important decision, as it will affect the final design and plan preparation. Other items discussed included a review of the current skate park location (relocate and/or screen from residential), the desire to eliminate the splash pad at the south end of the park, concession building design, and softball field dimensions; all of which will be reviewed and incorporated into the final design documents.

If Council chooses to proceed as outlined, approval of a consulting agreement would be required to begin the design and bidding process. Completed plans and specifications would be presented to Council in January or February of 2015, while seeking authorization to bid the project. Bidding would commence thereafter, with the intent to award a contract and begin construction in April or May of 2015.

RECOMMENDATION

It is recommended the City Council take the following action:

- a. Approve the final concept plan for redevelopment of Sand Creek Park, which will serve as the basis for design.
 - b. Accept the consultant agreement with WSB & Associates, Inc., in the amount of \$258,621, for design and bidding services.
 - c. Order the preparation of plans and specifications.
-

BUDGET IMPACT:

The total cost for redevelopment of Sand Creek Park was previously estimated at \$5.7M. Funds are available, and have been dedicated to this project, through the park bond referendum.

Attachments

Preliminary Concept

Summary of Comments Received

Final Concept

WSB Design Proposal

Sand Creek Park

Master Plan



EXISTING ACCESS POINT

MINI SHELTER FOR CONCESSIONS

TRAILS
Proposed trails connect all park amenities and also provide a thoroughfare along the west side of the park.

OPEN SKATE AREA

HOCKEY RINKS WITH LIGHTING

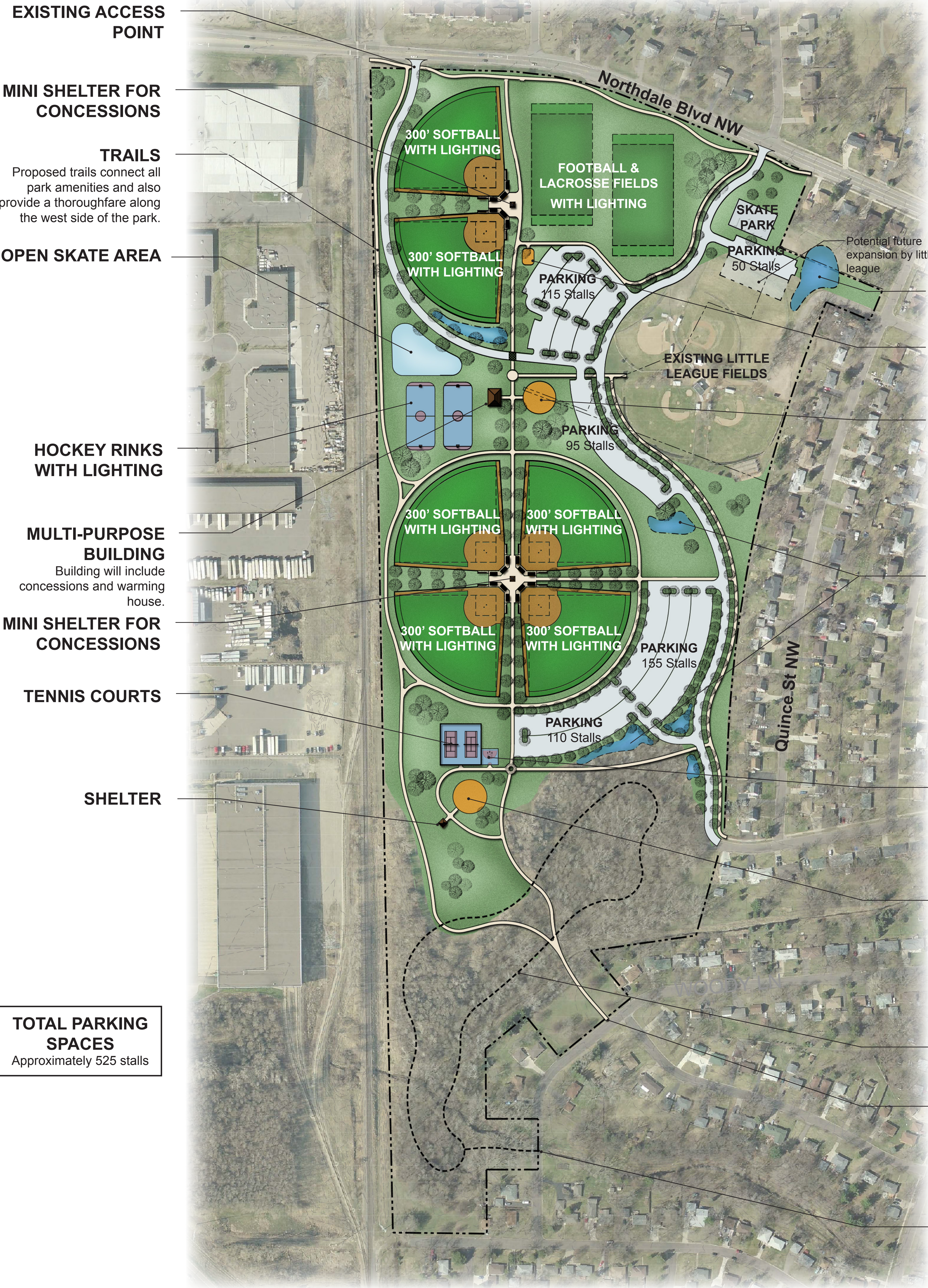
MULTI-PURPOSE BUILDING
Building will include concessions and warming house.

MINI SHELTER FOR CONCESSIONS

TENNIS COURTS

SHELTER

TOTAL PARKING SPACES
Approximately 525 stalls



STORMWATER INFILTRATION BASIN
SMALL PLAY AREA

PLAY AREA
The proposed play area is centrally located.

STORMWATER INFILTRATION BASIN

BASKETBALL 1/2 COURT

PLAY AREA WITH POTENTIAL SPLASH FEATURE

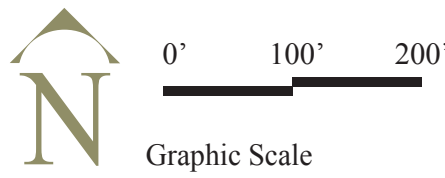
NATURE TRAIL LOOP

NEIGHBORHOOD TRAIL CONNECTION

NEIGHBORHOOD CONNECTION TO NATURE LOOP



701 Xenia Avenue South, Suite 300
Minneapolis, MN 55416
Tel: (763) 541-4800
Fax: (763) 541-1700
Project #01431-420
Date: Feb. 10, 2014



Summary of Comments

ACCESS

- Concerns with flow of traffic and moving driveway to the east. SEH has provided the study of traffic.
- Concerns with more traffic to the south with shift of fields to the south.
- Desire for ADA accessibility to all fields (Paved)
- Access to Little League fields (Quince St Access or from parking lot)
- Fire Access to buildings
- Ability to control access to wheel of fields to charge gate.

LAYOUT

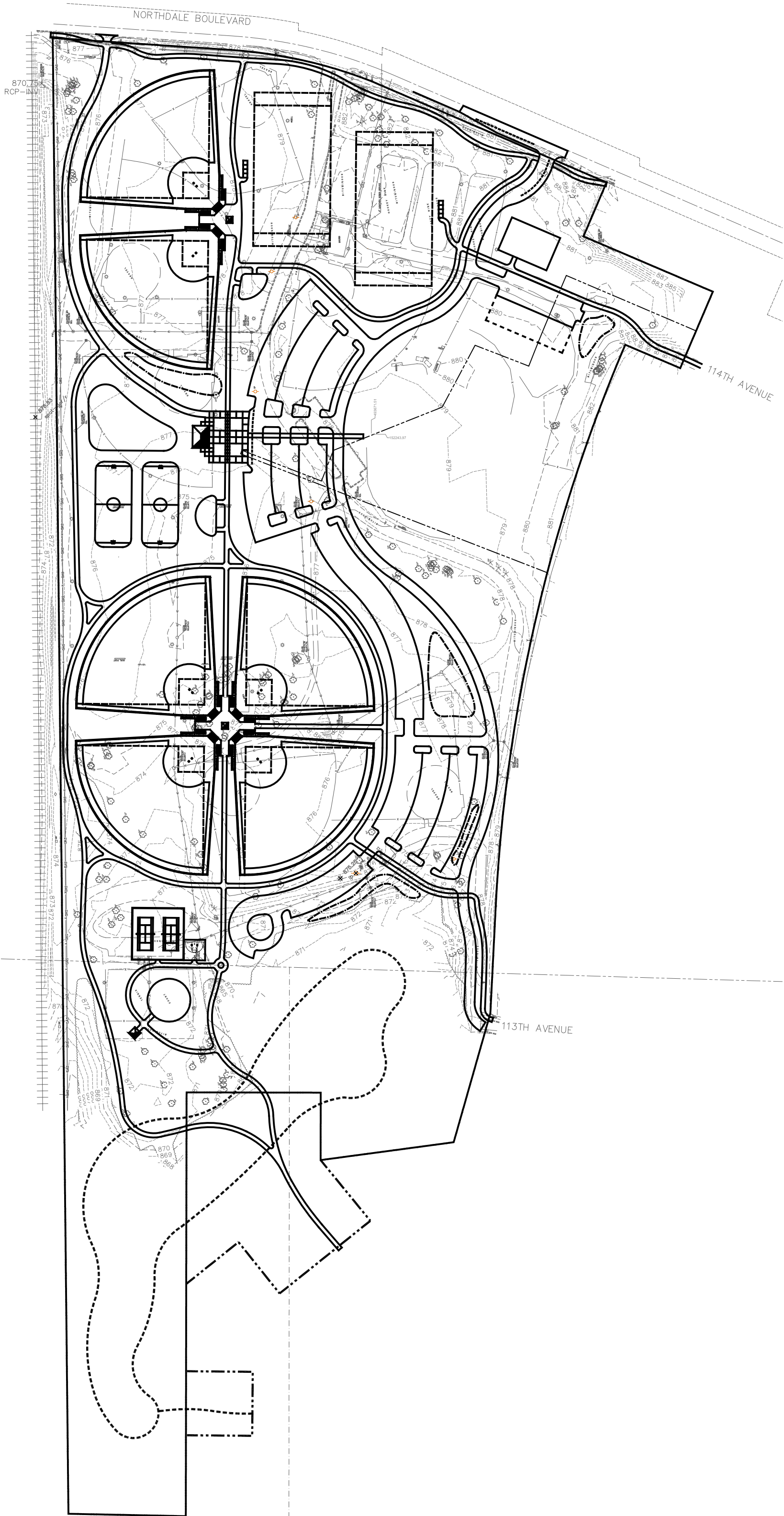
- Concerns over distance from parking to warming house and skating rinks
- Concerns that skate park is too close to houses
- Shift of fields and lights to the south and affect on houses
- Shift of parking to the south and affect on houses and traffic
- Best place for concessions stands
- Shift wheel further south and more parking in the middle

AMENITIES

- Maintenance building
- Storage for City and Athletic Groups
- Warm-up space.
- More fields (200' Fences) (Could this be accommodated by a moveable fencing system on North two fields)
- Sustainable measures in parking and water flow
- Playgrounds- Some desire for themed or unique features
- Lighting for trails and skate park.
- Pickleball on Tennis courts
- Concerns with trails inviting people to the wooded area

MISC.

- Little League land swaps/realign of boundaries
- Contractual obligation with Lions or 3rd party for Concessions
- Phased approach possibilities for construction
- Desire for 4th of July not to leave





August 8, 2014

City of Coon Rapids
Attn: Tim Himmer
11155 Robinson Drive
Coon Rapids, MN 55433-3761

RE: Sand Creek Park – Design & Bidding Services

Dear Mr. Himmer:

WSB & Associates is pleased to present this proposal for professional services related to the Sand Creek Park Site Improvement Project. The scope of services presented in this proposal are based on discussions with the City of Coon Rapids, past conceptual planning of the site, and our familiarity with the project area. WSB will coordinate with all of their subconsultants and complete all work in accordance with the master services contract for City Engineering Services between WSB and the City of Coon Rapids.

For reference we have attached the following subconsultant proposals. The fees for these subcontractor services are included in WSB's overall scope and fee proposal.

1. Engineering Design Initiative (EDI) - Electrical Engineering,
2. Main Line Consulting (MLC) – Irrigation Consultants,
3. Oertel Architects proposal for building architecture

PROJECT UNDERSTANDING:

Sand Creek Park will be renovated as per the attached concept plan with expected minor modifications related to 1) street access points being coordinated by City, 2) potential reorganization to shift more parking to central areas, and 3) to avoid known soil constraints prepared by the City's geotechnical consultant. The site is owned by the City of Coon Rapids. Design will be performed approximately between June 2014 and February 2015 with the intent for the City to award contractor bid and begin construction in the spring of 2015.

SCOPE OF SERVICES

WSB will provide final design and bidding services for this project based. The extent of implementation will be based on the project budget of approximately \$5.7 million (including soft costs). The following scope of services outlines our tasks and deliverables:

A. BASE SERVICE - SCOPE OF SERVICE ITEM "A" – FINAL DESIGN AND BIDDING:

1. **Project Focus Meeting:** The general purpose of the focus meeting is to confirm key individuals, vendor contact, staff members, etc. who will be involved in the project or have information that will affect the project, and general review and discussion about the issues and concerns related to this project.

2. **Design Development:** Shall include the preparation of written text, plans, photos, product info, and other drawings necessary to describe the design, materials, colors, textures in sufficient detail for the OWNER to grasp the appearance and function of the improvements.
 - a. This includes review and use of appropriate design standards for listed facilities and preparation of design development drawings. The drawings include basic site layout, landscaping, grading, removals plans, site utility plans, site lighting plans, etc. and details as required. Outline specifications, including general and technical sections, will be prepared. The bid form outline will be prepared and used to estimate construction costs.
 - b. An estimate of the cost to construct these improvements will be refined based on these documents. From this estimate the OWNER shall determine which of the improvements shall be included in the final phase of design, (Construction Documents).
3. Once the design options are fully explored and selected through paragraph A2 above, WSB will prepare final Construction Documents for the improvements as approved by the OWNER for inclusion in this project. These documents shall include plans, details, and specifications in sufficient detail for the OWNER to pursue competitive bids for the construction of the improvements. Specific scope of work for this task will include:
 - a. Construction Plans including:
 - i. Title Sheet
 - ii. Site Removals Plan
 - iii. Site Layout Plan
 - iv. Site Grading Plan
 - Erosion control and site SWPPP plans as necessary
 - Temporary sedimentation basins as necessary
 - Onsite soils are assumed to be free of hazardous materials.
 - Spot elevations for key finished grade elements
 - ADA grading design of trails, sidewalks, and other site facilities as appropriate for this phase of the project.
 - v. Pavement Designs and Typical Details
 - vi. Northdale Boulevard Widening & Turn Lanes
 - Provide the necessary geometric, pavement, and permanent pavement marking design for the proposed street access and turn lane(s).
 - Coordinate and apply for permitting related to the relocation of the park vehicular entrance and related geometric changes to the roadway
 - Provide a temporary traffic control plan for construction
 - Complete one cost estimate and the appropriate specifications for the work.
 - vii. WSB will coordinate with product vendors to specify the design standards for the following site products (Bid documents will allow other vendors to submit for consideration of 'approved equals' prior to bid submittal date):
 - play equipment for 3 separate play areas
 - 3 prefab shelters
 - Skate equipment (for placement on flat concrete slab)
 - viii. Storm water analysis and design.

- WSB will provide a stormwater collection and treatment system that meets NPDES, and local agency stormwater requirements.
 - ix. Miscellaneous Site Construction Details
 - b. Perform a 'hazardous material survey' on existing buildings scheduled for removal
 - c. Prepare Specifications: including incorporation of City's standard Front End and design Technical Sections.
 - d. Prepare Final Cost Estimate
- 4. Architectural Services related to multi purpose building (warming house / restroom / concessions).**
- a. Refer to attached scope of work by Oertel Architects for detailed description of services.
- 5. Irrigation Design Services for athletic fields.**
- a. Refer to attached scope of work by Mainline Consulting for detailed description of services.
- 6. Site Electrical and Ballfield Lighting Design Services.**
- a. Refer to attached scope of work by Electrical Design Initiative for detailed description of services.
- 7. Permits:**
- a. Completion and submittal of the NPDES Phase II stormwater permit at 90% plan completion. Assumes erosion control plan, SWPPP, and required erosion and sediment control details.
 - b. Plumbing review
 - c. Building Permit (refer to attached Oertel Proposal)
 - d. Completion and submittal of grading permit prior to start of construction.
 - e. Anoka County permit for access relocation and related geometric changes to the roadway
 - f. **Note:** permit fees will be considered reimbursable expenses billed in addition to fees.
- 8. Bidding Assistance** – It is understood that the project will be bid as one single package. WSB will provide services for bidding assistance associated with the project including the following:
- a. Advertisement for bids
 - b. Coordinate online plan set availability to Contractors
 - c. Receive questions from Prospective Bidders and provide responses
 - d. Issue addenda as necessary
 - e. Attend the bid opening
 - f. Prepare tabulation of bids
 - g. Prepare letter of recommendation for contract award
- 9. Deliverables:**
- a. One complete paper and digital set of design development materials, construction drawings, specifications and final estimate of probable construction costs at 50% completion, 95% completion

- b. Up to 10 sets of plans and specifications at 100% final completion – for city and contracting purposes
- c. Addenda during bidding
- d. Bid tabulation
- e. Letter of recommendation to award contract

10. Anticipated Meetings to be held in Coon Rapids:

- a. 4 Construction Document review meetings (25%, 50%, 75% and 95%)
- b. 1 Bid opening

ADDITIONAL SERVICES

Any services other than those listed in the Scope of Services above that are requested and authorized in writing by the CITY shall be considered Additional Services and billed on an hourly rate according to WSB's current Hourly Rate Schedule.

The CITY shall be responsible for providing project coordination with one individual representing the City's interests.

PROJECT MANAGEMENT:

Bob Slipka will act as the main project manager for this project, with oversight by Jason Amberg, Sr. Landscape Architect. The OWNER reserves the right to review/reject alternate project manager if workload requires an alternate staff member to take over project management duties.

PROJECT COST

Fees for the scope of services defined in this proposal will be billed hourly with an anticipated total cost of **\$258,621.00**.

Note: permit fees will be considered reimbursable expenses billed in addition to fees.

Thank you again for the opportunity to present this proposal. If you would like us to proceed with the above work, please sign the statement provided below and return the executed copy to me at your convenience. If you have any questions regarding this proposal, please contact me at 763-231-4841.

Sincerely,

WSB & Associates, Inc.



Jason L. Amberg
Senior Landscape Architect

ACCEPTED BY:

City of Coon Rapids

By: _____

Title: _____

Date: _____



Scope of Services Fee Estimate Sand Creek Park Site Improvements

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-4800
Fax: 763-541-1700

Item	Personnel						Subconsultant Fee & Expense
	Principal	Sr. Land. Arch	Proj. Mgr. / Sr. Land. Arch	Sr. Land. Arch / Technical Support	Engineering & Environmental	Design Support	
	\$138	\$118	\$93	\$117	\$83	\$71	
Budgeted Hours							Est. Fee
1	Project management	15	80		20	10	\$ 15,390.00
2	Planning updates and graphics		15	30		20	\$ 6,220.00
3	Existing building review (hazardous material survey)				13		\$ 1,521.00
4	Design Team Review meetings / coordination		40	60		30	\$ 12,790.00
5	Design Development drawings / coordination with product vendors		30	65	45	35	\$ 17,755.00
6	Construction Document review meetings		40	60	44		\$ 15,448.00
7	Plan and detail drawings	10	50	125	115	175	\$ 46,885.00
8	Erosion Control & SWPPP			30	24		\$ 5,598.00
9	Stormwater analysis and design	8			55	24	\$ 9,531.00
10	Permits			20	44	5	\$ 7,363.00
11	Specifications		20	40	35	10	\$ 12,130.00
12	Estimates		10	30	50	10	\$ 10,650.00
13	Bidding Services		10	40	10	10	\$ 7,610.00
14	Subconsultant Fee: Site Electrical Design-Bidding Services						\$ 8,500.00
15	Subconsultant Fee: Irrigation Design-Bidding Services						\$ 6,250.00
16	Subconsultant Fee: Architectural Design-Bidding Services (multi-purpose bldg)						\$ 74,980.00
Estimated Fee							\$258,621.00

Avg. Hourly Rate:



June 10, 2014

Mr. Jason Amberg
WSB & Associates
701 Xenia Ave. South, Suite #300
Minneapolis, MN 55416

**Re: Proposal for Electrical Engineering Services
Sand Creek Park
Coon Rapids, Minnesota**

Dear Mr. Amberg:

On behalf of Engineering Design Initiative (edi) we thank you for the opportunity to present this proposal for engineering services for the above listed project. It is our understanding that the project consists of a new sports complex. The project scope shall include full Design and Bidding services.

This proposal includes design of the following:

- Division 26 Electrical
 - Coordination of electrical service with the local utility
 - Electrical Power Distribution throughout the site
 - Design of electrical distribution to lighting and equipment (Voltage drop calculations, feeder sizing, relaying and protection).
 - Coordination of power needs for sports lighting vendor (Musco)
 - Coordination of power needs for site lighting (Conexus)
 - Coordination of power and communications needs for Multi-purpose building (Oertel Architects)
 - Design of electrical service enclosures
- Division 27 Communications
 - Coordinate communications infrastructure with local utility and owner
 - Voice/Data/Fiberoptic
- Division 28 Life Safety and Security
 - Coordinate infrastructure required to support Security & Life Safety
 - Fire Alarm (if needed)
 - Card Readers
 - Security Cameras
 - Intrusion Detection (if needed)

Based upon the above listed scope of work, edi proposes the following professional services.

I. Scope of Basic Services:

A. Construction Documents (all phases):

- Meetings with Architect and Owner to review design options.
- Design team coordination meetings as needed.
- Construction document preparation
- Certified documents (plans and specifications).

B. Bidding Services:

- Prepare Addenda
- Respond to Contractor questions

C. Construction Administration

- Not Included

II. Professional Fee:

A. Our proposed fee for the basic services shall be a lump sum fee of \$8,500 payable monthly upon presentation of invoice. This proposal encompasses the scope of work identified in section I and includes all consultants. Fees for these services do not include the Additional services or Reimbursable Expenses listed in Sections III and IV below.

B. Billing/Payment: The client agrees to pay EDI for all services performed and all costs incurred. Invoices for EDI's services shall be submitted, at EDI's option, either upon completion of such services or on a monthly basis. Invoices shall be due and payable within thirty days. Account unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance.

III. Additional Services:

A. This proposal is based on the scope of work defined above. Work outside the scope defined above shall be considered Additional services. Fees for additional services not included in the above scope of work shall be negotiated at time of request.

B. Additional Services includes all work not outlined above, including, but not limited to the following:

- Formal commissioning

IV. Reimbursable Expenses:

- Reimbursable expenses will be billed at cost. Expenses include printing, travel expenses, express delivery charges.

V. Other

- EDI will deliver documents in electronic format for issuance.
- EDI will be provided one hardcopy set of Bid Documents.

We hope you find this Proposal acceptable and we look forward to working with you on this project. If you have any questions or need further information, please feel free to contact me.

Sincerely,
Engineering Design Initiative, Ltd.



Jay S. Hruby, PE
President



Monday, June 09, 2014

To: WSB
Jason Amberg
701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416

Re: Sand Creek Park
Coon Rapids, MN

After our review of the pdf preliminary Master Plan of this project please find below the estimate of our fees for the project listed above. These numbers are estimates only and actual costs, depending on individual job requirements, changes to scope, site, etc. could vary. Revisions to plan, after submittal as complete, will be billed on an hourly basis.

Irrigation Design:

4 – Softball Fields in “wheel”
2 – Softball Fields
2 – Football & Lacrosse Fields
Common Areas – between Fields & Parking Areas
Common Areas between fields

1. Water Source
 - Domestic Water Source
 - Water Meter & Backflow Device
 - POC Analysis (Pressure/Volume)
2. Pump & Controls if required
3. Control System
 - Water Window Analysis
 - Decoder Control
4. Irrigated Areas (Field surfaces and common areas as listed above)
 - Turf Areas
 - Irrigation Equipment
 - Piping
 - Controls
5. Installation Details
6. Specifications
7. Project Construction Budget
8. Submittal Review
9. MLC to provide As-Builts of Final Project to Owner.

Total Design:	\$6,250.00
Site Visits – Pre-Construction, Staking, Mid-Construction	
& Final Walk-thru with Punch List:	<u>\$2,500.00</u>
TOTAL:	<u>\$8,750.00</u>

- Plans and details will be submitted in an AutoCAD 2011 format.
- Specifications will be in a Microsoft Word format or required format if different.
- Main Line Consulting, Inc. will maintain liability insurance through the life of the project.
- Project Management, additional Site visits and other services requested will be billed at \$125.00/hr., plus expenses.
- Project will be billed monthly based on percentage complete. Terms are net due 30 days from invoice date – no further work/revisions will be done on projects that are not current.

Sincerely,



A handwritten signature in black ink, appearing to read "JR", located below the company name.

Jim Ruzicka
President



DATE:
June 10, 2014

TO:
Jason Amberg, WSB Engineers

FROM:
Andrew Cooper, Project
Architect, Oertel Architects

RE:
Coon Rapids Sand Creek Park
Building

Mr. Jason Amberg-

Oertel Architects would like to thank you for your request to provide a fee for design services and is pleased to present to you a complete professional services fee for the design and bidding phases of the park shelter building at Sand Creek Park in Coon Rapids, Minnesota.

We have based our fee roughly on the concept site plan, preliminary project description and our previous work on Riverview Park for the City of Coon Rapids. The following is our understanding of the project scope:

- The building is generally a wood framed super structure with frost footings, a masonry exterior finish and shingled roof.
- The building is fully insulated for year round use as a warming house and program area, and includes heating, cooling and plumbing for the year round use of the facility.
- The size of the facility will require a fire suppression system, based on anticipated size and use and the City adopting section 1306.0200 of the Minnesota State Building Code, for the Municipal Option for Special Fire Protection.
- This building will be a multi-use facility. The uses will include a warming house / program area, restrooms, mechanical room, storage area and concession stand.
- The concession space needs to have features compliant with Minnesota Department of Health for food prep and serving, but does not include a full cook kitchen. It will need to include equipment / features / finishes appropriate for a warming kitchen such as a three-compartment sink, stainless steel counters, etc. Equipment that may be used in this facility could include a deep-fryer, popcorn machine, soda machine, warmers, microwave and possibly beverage coolers. Electrical needs will be determined by a full equipment list to be provided by the owner.
- Restrooms, drinking fountains and other plumbing fixtures are to be provided as required by all applicable building codes and should accommodate year round building use.
- A mechanical and electrical space will be provided to serve the occupied space, sized appropriately based on facility need. Included in this area would be electric needs for the facility, water service needs including fire suppression and HVAC equipment.
- A general storage space will be required.



- During the design process we will include Five design meetings and a preliminary code review meeting with the city building official. The design meetings would take place at the following project stages:

- Schematic Design – Review of design options, floor plans and building elevations.

- Design Development – Review of selected floor plan. Review of building elevations and building sections, structural drawings and preliminary mechanical and electrical drawing sets.

- Construction Document – Review of 80%-90% complete drawing set and address project specifications including final material selections (exterior and interior), equipment selections, etc.

- No construction budget has been determined at this time. However, a budget similar in proportion to scope, based on the Riverview Park project would be appropriate.

Our Fee includes the following professional services, provided by the following consulting engineers. The team we have assembled here has worked together on numerous projects together on projects of similar sizes and scopes:

Complete Architectural and
Interior Design:
Structural Engineering:
Mechanical Engineering:
Electrical Engineering

Oertel Architects
Darg, Bolgrean and Menk
Albertson Engineering, Inc.
Engineering Design Initiative

Exclusions:

- We will provide all design services required to provide a complete set of drawings up through the bidding phase. **Construction administration is not included in this fee.**
- We will submit appropriate drawings for plumbing review and SAC/WAC if applicable; **however fees for those reviews will be the responsibility of the owner.**
- Permit applications and permit reviews are by the contractor responsible for the construction of the project.
- This proposal includes up to five (5) design meetings during the course of the project, which includes a design review meeting with the City Building Official.
- Additional meetings needed would be billed on an hourly basis, plus reimbursable expenses in addition to the fee provided in this proposal



- There may be additional exclusions noted for the other engineering disciplines, as noted on the attached fee spread sheet.
- This proposal excludes any site civil consulting, landscape architecture / site design or other land / site improvements and understands that work is being provided by others.
- This proposal excludes soils investigations, geotechnical analysis or structural soil analysis.
- Mechanical Engineer review, observation of Hydrant Flow Test. If required an additional fee is noted below.

Fee:

Our complete fee for the work noted above is **\$73,480.00**

Design phases and all consultant work we propose as a flat fee.

The attached spread sheet provides a break down by phase and consultant.

Additional Potential Fee:

Mechanical Engineer review/observation of Hydrant Flow Test,

Add \$1,500.00

Reimbursable Expenses:

Please **add \$1,500.00** to be billed as needed for reimbursable expenses such as mileage, plots, deliveries or mailings.

If you have any questions regarding this fee, need more detail or require more information, please do not hesitate to contact me for any additional needs.

Again, thank you very much for this opportunity to offer our professional expertise for this project. We look forward to working with you and the City of Coon Rapids.

Thank you.

Andrew Cooper
Oertel Architects

City of Coon Rapids - Sand Creek

Design Services thru Bidding Services

Architectural		
Task / Description / Scope		
Warming House, Restrooms, Mechanical Room, Concession Stand, Storage Room	Design Phases	
Initial Design		
Design Development		
Construction Documents		
Project Specifications		
(5) Five Design Meetings (Any Phase)		
Building Official Meeting and Review		
	All Design Phases	\$53,640.00
	Bidding Hourly not to exceed	\$1,140.00
	Sub Total	\$54,780.00
Exclusions:		
Hourly Rate		
	Principal	\$135.00
	Senior Project Architect	\$110.00
	Project Architect	\$95.00
	CAD Technician	\$65.00

Structural

Task / Description / Scope			
Concession Building: Normal Shear walls, wood framed building with masonry walls		Design Phases	
Foundation Plans			
Roof Framing Plans			
Structural Details and Notes			
		All Design Phases	\$4,500.00
		Bidding	\$250.00
		Sub Total	\$4,750.00
Exclusions:			
Moment frame design			
Hourly Rate			
	Principal	\$140.00	
	Senior Staff Engineer	\$115.00	
	CAD Technician	\$75.00	

Mechanical

Task / Description / Scope		
HVAC Drawings	Design Phases	
HVAC Specifications		
Plumbing and Gas Piping Drawings		
Plumbing and Gas Piping Specifications		
Three Design Meetings		
All Design Phases		\$7,200.00
Fire Protection Hazard Classification and Performance Specs		\$2,000.00
Bidding Phase		included above
Sub Total		\$9,200.00
Hydrant Flow Test Observation / evaluation	Add	\$1,500.00
Exclusions:		
Water / sewer utility work outside 5' of building		
Mini Shelters or other park features		
Refridgeration equipment		
Fire protection layout (by F.P. provider)		
Landscape Irrigation		
Sewage or Storm pumps or basins		
Propane storage		
Full commercial kitchen features.		
Owner Start up or Commissioning		
Drawings or specs related to hazardous conditions		
Hourly Rate	Principal Engineer	\$125.00

Electrical

Task / Description / Scope		
Building Lighting and Power Plans	Design Phases	
Security, Voice and Data Rough-in ONLY		
Electrical Details and Diagrams		
Electrical fixture schedules		
Project Specifications		
Two Design Meetings		
All Design Phases		\$4,750.00
Bidding Phase		included above
	Sub Total	\$4,750.00
Exclusions:		
Site Lighting		
Security, Voice and Data		
Generator		
Hourly Rate		
Principal Engineer		\$120.00

Project Sub Total	\$73,480.00
Reimbursables	\$1,500.00
TOTAL PROJECT FEE	\$74,980.00



City Council Regular

7.

Meeting Date: 08/19/2014

Subject: Replacement Sidewalk Tractors

Submitted For: Sharon Legg, Finance Director

From: Traci Reimringer, Purchasing Clerk

INTRODUCTION

Staff recommends the purchase of two replacement sidewalk tractors and attachments at a cost of \$296,330 as part of the replacement schedule.

DISCUSSION

Units 47 and 48, a 1999 sidewalk tractor renovated in 2009 and one 2004 sidewalk tractor are due for replacement as part of the City replacement schedule. The tractors are used to clear snow on sidewalks using either a V plow, snow plow or a snow blower depending on the amount of snow. They are also used in the summer as flail mowers to rough mow along the roadside ditches and trails and on large open City owned undeveloped land.

Since the vendor is not interested in taking the older units as a trade, staff will attempt to sell them outright.

RECOMMENDATION

Staff recommends the authorization to purchase two Belos Trans Giant sidewalk tractors at a state contract price of \$296,330.

BUDGET IMPACT:

The 2014 Budget includes \$338,241 for the purchase of two sidewalk tractors with attachments in the Capital Equipment Fund.



City Council Regular

8.

Meeting Date: 08/19/2014

Subject: Solicitor License Denial Appeal - Budget Exteriors, Inc.

From: Stephanie Lincoln, Deputy City Clerk

INTRODUCTION

The office of the City Clerk, upon recommendation by the Police Department, has denied Mr. Anderson's request for a solicitor license for the business of Budget Exteriors, Inc. located at 8017 Nicollet Ave S, Bloomington, MN 55420. Mr. Anderson is appealing staff's denial.

DISCUSSION

Mr. Anderson had applied for a solicitor license on July 15, 2014. After forwarding the application to the Police Department, a criminal history check revealed an arrest for felony controlled substance, a misdemeanor possession of drug paraphernalia, theft, and DUI in 2011 (see attached police report). Mr. Anderson's application for license was denied in writing on July 22, 2014 due to these findings, as well as the nature of the charges.

City Code 5-1508 (4)(a) allows for solicitor licenses to be denied based on the following factors:

(a) The applicant, or anyone whose activity would be covered by the license, has been convicted of a felony or any crime involving moral turpitude within the 10 years preceding the date of the application

Mr. Anderson submitted a written appeal to City staff's decision on July 28, 2014.


RECOMMENDATION

It is requested that the City Council affirm the denial of the solicitor license to Richard Anderson for the business of Budget Exteriors, Inc. located at 8017 Nicollet Ave S, Bloomington, MN 55420.

Attachments

Police Report

INCIDENT INFO

Agency Name: COON RAPIDS POLICE DEPT.		ORI #: MN0020500	JCF: <input type="checkbox"/>	Add'l Pages: <input type="checkbox"/>	 * 1 4 1 5 1 1 0 7 *
Reporting Officer(s): K106 BLAIR, MICHAEL					Total Value Stolen (Property): \$0.00
Date Reported: 07/21/2014 07:48 AM	Assigned: 0748	Arrived: 0748	Cleared: 0748		Total Value Damaged (Property): \$0.00
Earliest Date/Time Occurred:		Latest Date/Time Occurred:			Total Value Recovered (Property): \$0.00
Location of Offense/Incident: 11155 ROBINSON DR NW COON RAPIDS, MN 55433-				Apt.: 	Grid: 33A - 33A - BUSN - ROBINSON DR, E OF HANSO...

OFFENSE(S)

MOC Code:	Classification:	Disposition:
09956	BACKGROUND/EMPLOYMENT/CCH CHECK	PENDING

NARRATIVE

Incident Narrative 1

COON RAPIDS CITY CLERKS OFFICE REQUESTED BACKGROUND CHECKS ON ANDERSON, BILLINGS, BROWN, TROY AND WOIDA FOR SOLICITOR PERMITS. ALL ARE PLANNING ON GOING DOOR TO DOOR OFFERING FREE ESTIMATES ON WINDOWS, SIDING, ROOFING, ETC. FOR BUDGET EXTERIORS. WORKS COMP INS VERIFIED. NCIC/AC RECORDS AND SIGNATURES VERIFIED.

TROY OMITTED A PREVIOUS "DRIVING W/O A LICENSE" CONVICTION AND IS CURRENTLY SUSPENDED FROM DRIVING. TROY ADVISED SHE WILL NOT BE DRIVING WHILE CONDUCTING BUSINESS IN CR.

BROWN OMITTED A SPEEDING CONVICTION IN 1999.

ANDERSON SHOWS PREVIOUS ARRESTS FOR FELONY CONTROLLED SUBSTANCE (LATER DISMISSED),

NAME CODES: A - Adult Arrested, AC - Arresting Citizen, C - Complainant, D - Driver, F - Family/Parent, G - Guardian, J - Juvenile Arrested, M - Mentioned, MP - Missing Person, I - Other Involved, O - Owner, P - Passenger, PT - Perpetrator, R - Reportee, S - Suspect, V - Victim, W - Witness

NAME(S)

<input type="checkbox"/> Person <input checked="" type="checkbox"/> Business	A/J/U: 	Code: M	Name: BUDGET EXTERIORS		Alias:		
Address (Street, City, State, Zip): 8017 NICOLLET AVE S BLOOMINGTON, MN 55420-				Apt.: 	Date of Birth: 	Sex: 	Race:
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone: 952-887-1613	Work/Bus. Cell:	Cell/Pager/Fax:	
<input type="checkbox"/> Person <input checked="" type="checkbox"/> Business	A/J/U: A	Code: M	Name: BILLINGS, SEAN STEVEN		Alias:		
Address (Street, City, State, Zip): 3959 ALDRICH AVE N MINNEAPOLIS, MN 55412-				Apt.: 	Date of Birth: 09/05/1991	Sex: MALE	Race: WHITE
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:	Work/Bus. Cell:	Cell/Pager/Fax: 612-275-9426	
<input type="checkbox"/> Person <input checked="" type="checkbox"/> Business	A/J/U: A	Code: M	Name: BROWN, DONALD VAUGHN		Alias:		
Address (Street, City, State, Zip): 3401 COLFAX AVE S MINNEAPOLIS, MN 55408-				Apt.: 212	Date of Birth: 03/03/1961	Sex: MALE	Race:
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:	Work/Bus. Cell:	Cell/Pager/Fax: 612-240-1974	
Supervisor:				Extra Copy To:		Related Case Number:	

CASE

MISD POSSESSION OF DRUG PARAPHERNALIA, THEFT AND DUI ALL OF WHICH OCCURRED IN 2011 AND HE ADMITTED TO IN HIS APPLICATION.

COPY TO CITY CLERKS OFFICE.

MISSING PERSON

Case Number:
14151107

A/J/U:	Code:	Name:				Home Phone:		Work Phone:	
Address (Street, City, State, Zip):							Apt.:	Cell/Pager:	
Date of Birth:	Sex:	Race:	Height:	Weight:	Hair Color:	Hair Length:	Facial Hair:	Eye Color:	
Alias/Nickname:			Clothing:						
Scars/Marks/Tattoos:									
Missing Person Circumstance:									

VEHICLE(S)

Code:	License Plate #:	State:	Year:	Veh. Type:	VIN:	Veh. Year:	Make:
Model:	Veh. Style:	Color:	Value:	Earliest Date/Time Occurred:	Latest Date/Time Occurred:		
Description/Special Equipment:							

Code:	License Plate #:	State:	Year:	Veh. Type:	VIN:	Veh. Year:	Make:
Model:	Veh. Style:	Color:	Value:	Earliest Date/Time Occurred:	Latest Date/Time Occurred:		
Description/Special Equipment:							

PROPERTY

Status:	Type Code:	Quantity:	Make, Model, Description:	
Serial #:	OAN:	Value:	Date/Time Recovered:	Property Recovery Code:

Status:	Type Code:	Quantity:	Make, Model, Description:	
Serial #:	OAN:	Value:	Date/Time Recovered:	Property Recovery Code:

Status:	Type Code:	Quantity:	Make, Model, Description:	
Serial #:	OAN:	Value:	Date/Time Recovered:	Property Recovery Code:

Status:	Type Code:	Quantity:	Make, Model, Description:	
Serial #:	OAN:	Value:	Date/Time Recovered:	Property Recovery Code:

Status:	Type Code:	Quantity:	Make, Model, Description:	
Serial #:	OAN:	Value:	Date/Time Recovered:	Property Recovery Code:

Status:	Type Code:	Quantity:	Make, Model, Description:	
Serial #:	OAN:	Value:	Date/Time Recovered:	Property Recovery Code:

AFFIDAVIT:

I certify the above information to be true and correct.	Signature:	Date:
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ADDITIONAL OFFENSES/NAMES

Case Number:
14151107

OFFENSE(S)

[illegible]

NAME CODES: A - Adult Arrested, AC - Arresting Citizen, C - Complainant, D - Driver, F - Family/Parent, G - Guardian, J - Juvenile Arrested, M - Mentioned, MP - Missing Person, I - Other Involved, O - Owner, P - Passenger, PT - Perpetrator, R - Reportee, S - Suspect, V - Victim, W - Witness

<input checked="" type="checkbox"/> Person	A/J/U: A	Code: M	Name: ANDERSON, RICHARD SCOTT		Alias:	
<input type="checkbox"/> Business						
Address (Street, City, State, Zip): 13500 Aldrich ave BURNSVILLE, MN 55337-				Apt.:	Date of Birth: 03/13/1986	Sex: MALE
						Race: WHITE
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:	Work/Bus. Cell:	Cell/Pager/Fax: 218-398-4148

<input checked="" type="checkbox"/> Person <input type="checkbox"/> Business	A/J/U: A	Code: M	Name: TROY, TASHIANA NICHELE		Alias:		
Address (Street, City, State, Zip): 897 WESCOTT SQUARE EAGAN, MN 55123-				Apt.:	Date of Birth: 04/25/1996	Sex: FEMALE	Race: INDIAN OR ALASK.
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:	Work/Bus. Cell:	Cell/Pager/Fax: 612-803-8008	

<input checked="checked" type="checkbox"/> Person <input type="checkbox"/> Business	A/J/U: A	Code: M	Name: WOIDA, GERALD AUGUST			Alias:		
Address (Street, City, State, Zip): 6900 18 AVE S RICHFIELD, MN 55423-					Apt.:	Date of Birth: 11/27/1993	Sex: MALE	Race: WHITE
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:		Work/Bus. Cell:		Cell/Pager/Fax: 612-275-9426

<input type="checkbox"/> Person <input type="checkbox"/> Business		A/J/U:	Code:	Name:			Alias:		
Address (Street, City, State, Zip):				Apt.:		Date of Birth:		Sex:	Race:
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:		Work/Bus. Cell:		Cell/Pager/Fax:	

<input type="checkbox"/> Person <input type="checkbox"/> Business		A/J/U:	Code:	Name:			Alias:		
Address (Street, City, State, Zip):					Apt.:	Date of Birth:		Sex:	Race:
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:		Work/Bus. Cell:		Cell/Pager/Fax:	

<input type="checkbox"/> Person <input type="checkbox"/> Business		A/J/U:	Code:	Name:			Alias:		
Address (Street, City, State, Zip):				Apt.:		Date of Birth:		Sex:	Race:
Height:	Weight:	Hair Color:	Eye Color:	Home/Bus. Phone:		Work/Bus. Cell:		Cell/Pager/Fax:	

NAME(S)